

**The Emergency Food Assistance Program (TEFAP)  
Eligible Recipient Agency (ERA)/Food Bank Review**

Reference: Title 7 Code of Federal Regulations (7 CFR) Section 250/251 and  
EFAP Policy & Procedures Manual

GENERAL INFORMATION	
AGENCY NAME	ADDRESS
REVIEW DATE(S)	CONTACT PERSON/TITLE
PHONE NUMBER/FAX NUMBER	E-MAIL ADDRESS

**SECTION I: DISTRIBUTION SITES**

REFERENCE: 7 CFR 251.10 (a) (3) and EFAP Policy and Procedures Manual Section 7

How many sites do you have distributing USDA commodities?				
	YES	NO	N/A	COMMENTS
1. Do all of your sites have a signed agreement on file?				
2. Do all your sites have 501 (C)(3), tax exempt status?				
3. Are you using the TEFAP suggested agreement form? If no, what form are you using?				
<b>Questions #4-7, ONLY if using own form</b>				
4. <b>If using your own form</b> , is the 30-day termination clause present?				
5. <b>If using your own form</b> , will the site agree to operate according to Title 7, CFR Parts 250 & 251?				
6. <b>If using your own form</b> , is the right of the food bank, USDA, and TEFAP to visit and inspect clause present?				
7. <b>If using your own form</b> , is the Civil Rights Clause present?				
8. Do you provide training to your sites? If yes, what kind of training? And how often?				
9. Are materials available for your training? If yes, what kind of materials?				
10. Do you monitor your sites? If yes, how often?				
11. Do you have a process if a site is found to be out of compliance? If yes, what is your process?				
12. Is corrective action requested (if site is found to be out of compliance)?				
13. Is follow-up action completed and documented?				

*Italicized = Observation Only*

SECTION I: DISTRIBUTION SITES (Continued)				
	YES	NO	N/A	COMMENTS
14. Do you have any sites that serve a special population (AIDS patients, battered women, seniors, etc.)?				
15. Do you have any closed sites? If so, provide approval.				
16. Are you actively trying to open new sites? If yes, how do you qualify new sites?				
17. Are you aware of where your high poverty areas are? **Share info on zip codes/poverty pockets/DS locations**				
18. Do you or any of your sites have an intake process? If so, what does it entail?				
19. How do you determine what and how much food is sent to each site?				
20. How have you decided where your sites are located?				
21. How do you ensure the whole county is being served?				
22. How do you determine the amount that each family receives (i.e. family size)?				
23. How do your sites report participation numbers to you?				
24. What is your process for tracking the food from the warehouse to the site and back?				
25. What type of documentation or system is used to track the food?				
26. What happens to the leftover food after a distribution?				
SECTION II: STORAGE OF USDA COMMODITIES				
REFERENCE: 7 CFR, 250.14 and EFAP Policy & Procedures Manual Section 11				
	YES	NO	N/A	COMMENTS
<b>Questions #27-30, OBSERVATION ONLY</b>				
27. <i>Are USDA Foods kept 6" off the floor and stored on pallets, platforms, or shelves?</i>				
28. <i>Are USDA Foods stored at least 3" away from walls to allow for proper ventilation</i>				
29. <i>Are USDA foods kept separate?</i>				
30. <i>Are floors, pallets, and shelving clean?</i>				
31. Is there a regular cleaning schedule?				
32. Are USDA Foods checked regularly for signs of spoilage and/or damage?				

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SECTION II: STORAGE OF USDA COMMODITIES (Continued)				
	YES	NO	N/A	COMMENTS
33. Are you familiar with the USDA shelf life of products?				
34. Are controls in place that ensures first-in, first-out flow of inventory?				
35. Do you have refrigerated and frozen storage?				
36. Are there working thermometers in all storage areas?				
37. Are temperature logs maintained?				
38. Are food items stored at proper temperatures?				
39. Do you regularly perform a physical count of the food? If yes, how often?				
40. How many months' worth of food is stored?				
41. Do you document the condition of the truck seal and the food?				
42. Do you count the product upon delivery?				
43. Do you check the temperature of the truck upon delivery?				
44. Have any USDA Foods losses occurred in the past 12 months? If yes, what is the process used by the agency to handle such losses?				
45. Do you have any pest control measures?				
46. Do you have any security measures?				
47. Do you have a process for relaying problems/issues with the food? If so, what is your process?				
48. Do you have a process for disposing of food?				
49. Does the warehouse have a current inspection certificate/license from another agency?				
50. Is there more than 1 storage facility? If yes, review storage and inventory practices for secondary storage sites.				
51. What is your process for reconciling book and physical inventory counts?				

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SECTION II: STORAGE OF USDA COMMODITIES (Continued)				
	YES	NO	N/A	COMMENTS
<b>52. INVENTORY CHECK</b>				
Item #1: Do book and physical inventory counts match?				
Item #1: Best if used by date:				
Item #2: Do book and physical inventory counts match?				
Item #2: Best if used by date:				
Item #3: Do book and physical inventory counts match?				
Item #3: Best if used by date:				
Item #4: Do book and physical inventory counts match?				
Item #4: Best if used by date:				
Item #5: Do book and physical inventory counts match?				
Item #5: Best if used by date:				
Item #6: Do book and physical inventory counts match?				
Item #6: Best if used by date:				
<b>SECTION III: CLAIM VERIFICATION</b>				
REFERENCE: EFAP Policy and Procedures Manual Section 17				
53. What is your cost allocation methodology?				
<b>**OBSERVATION ONLY**</b>	YES	NO	N/A	COMMENTS
54. <i>Are quarterly claims accurately reflected by valid receipts?</i>				
<b>SECTION IV: CDMS/REPORTING</b>				
Reference: EFAP Policy and Procedures Manual Section 15				
	YES	NO	N/A	COMMENTS
55. Are the EFA-7s maintained for 3 years?				
<b>Questions #56-59, OBSERVATION Only</b>				
56. <i>Are sites using the correct version of the EFA-7?</i>				
57. <i>Are original signatures being collected?</i>				
58. <i>Is the agency reporting unduplicated numbers?</i>				

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<b>SECTION IV: CDMS/REPORTING(Continued)</b>				
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
59. <i>Is the amount of signatures on the EFA-7s consistent with the numbers reported on CDMS?</i>				
<b>SECTION V: CIVIL RIGHTS AND COMPLAINTS</b>				
REFERENCE: 7 CFR 251.10 (e) (3)				
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
60. Do all persons have an equal opportunity and accessibility to participate in the TEFAP regardless of race, color, national origin, sex, age or disability?				
61. Are reasonable accommodations provided for persons with disabilities?				
62. Is the "And Justice for All" poster displayed at all distribution sites and areas frequented by TEFAP participants?				
63. Is the non-discrimination statement included on all printed materials distributed to the public such as brochures and pamphlets, and also on your website?				
64. Has the local agency conducted civil rights training for its staff annually?				
65. Are program information and compliance procedures available upon request in the appropriate language?				
66. How do staff/volunteers communicate with non-English speaking applicant/recipients?				
67. Does the Food Bank have materials available to agencies for posting regarding nondiscrimination and where to file a complaint?				
68. Are complaints documented and tracked?				
69. Are procedures in place defining which complaints are forwarded to CDSS?				
70. Has the agency's TEFAP program had any discrimination complaints in the past two years?				
71. If so, were they investigated?				
72. Were corrective actions put in place, and are they being followed?				

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**SECTION VI: SUMMARY OF FINDINGS**

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**SECTION VII: ADMINISTRATIVE REVIEW CONDUCTED BY**

EFAP CONSULTANT

DATE